

Go to the website - [http://www.colorado.gov/dpa/dfp/sco/fiscalmanual/FY04\\_05/manual04\\_05.htm](http://www.colorado.gov/dpa/dfp/sco/fiscalmanual/FY04_05/manual04_05.htm)

Locate the file you wish to download.

You then have two ways to download the file:

A. While viewing the name of the file which you wish to download

1. Right click on the file name, a dropdown menu will appear.
2. Left click on the menu item "Save Target As."
3. You will get a "Save As" box, where you may choose the destination (drive, directory, sub-directory, etc.). You may also rename the file as you save it.

B. You may also open the file to verify that it is actually what you want.

1. Open the file.
2. With the file open, you may select the save or save as option from the top file menu or there may be an icon (which looks similar to miniature floppy disk) for saving the file.
3. This will give you another "Save As" box where you may select the destination for the file and / or rename it.